

EMPLOYMENT OPPORTUNITY NUMBER: 03-07

POSITION: COURIER ESCORT
OPEN TO: U.S. Eligible Family Members (EFMs)
REQUIREMENT: Top Secret will be required
OPENING DATE: 03/14/2007
CLOSING DATE: 03/28/2007 or until qualified candidate selected
WORK HOURS: Part-Time, 30 hours/week or Full-Time, 40 hours/week
ELIGIBILITY: U.S. citizen EFMs. Applicants should hold a current Top Secret Clearance or be eligible to obtain one
SALARY: Full performance Grade FP-08, US\$ 28,662.00 p.a. -for full-time employment

The U.S. Embassy in Dakar, Senegal is seeking an Eligible Family Member (EFM) for the position of Courier Escort.

BASIC RESPONSIBILITIES: Meets arriving and departing flights in which couriers are transporting diplomatic pouches. Accompanies pouches when they are being transported between the embassy and airport. Maintains an inventory of pouches that are currently being held and prepares documents for their outbound dispatch. Prepares monthly reports summarizing the office's Time & Attendance data. Supervises the day-to-day operations of the office in the absence of the Regional Director.

The essential duty of the courier escort is to accept control of classified diplomatic pouches when they are not under the control of a professional diplomatic courier. This is necessary when a courier is transiting through Dakar and is either accepting pouches from us or delivering pouches to us; or when a courier is departing Dakar and the aircraft is unable to carry all pouches under his or her control. In both cases, the escort must assume responsibility for the pouches during their transport between the airport and the embassy. This may involve going to the airport late at night or early in the morning; however, the escort will always ride in an embassy vehicle with a professional driver or expeditor whenever he or she is accompanying diplomatic pouches, or is going to or from work outside of normal business hours. The escort may be called upon to assist whenever pouches are being moved outside the vault, since classified pouches must always be under the control of a cleared American.

QUALIFICATIONS REQUIRED:

Education: High School Diploma is required.

Prior Work Experience: Some office management experience required.

Language Proficiency: Level 4/4 in English is required.

Job Knowledge: Ability to understand and follow regulations concerning the security and control of classified material. Basic knowledge on setting up daily schedules and preparing outgoing cables in our geographical region.

Skills and Abilities: Proficiency with computers and office applications. Ability to carry and lift pouches when required.

SELECTION PROCESS: It is essential that all candidates address the required qualifications in the application.

ADDITIONAL SELECTION CRITERIA : Management will consider nepotism/conflict of interest, budget, and veteran's status in determining successful candidacy.

TO APPLY: Interested applicants should submit a completed SF-171 or a current Resume to the Human Resources Office. Documentation (e.g., essays, certificates, awards, copies of degrees earned) that address the minimum requirements of the position as listed above.

DEFINITION

EFM: US Citizen spouse or US citizen child as referred to in 6 F AM 111.3, paragraph R, (1) least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad.

NOTE: Only short listed candidates will be contacted.

SUBMIT APPLICATION TO: Human Resources Office

E-mail address: PersonnelDakar@state.gov

Closing date for this position: March 28, 2007 or until qualified candidate selected an Equal Opportunity Employer